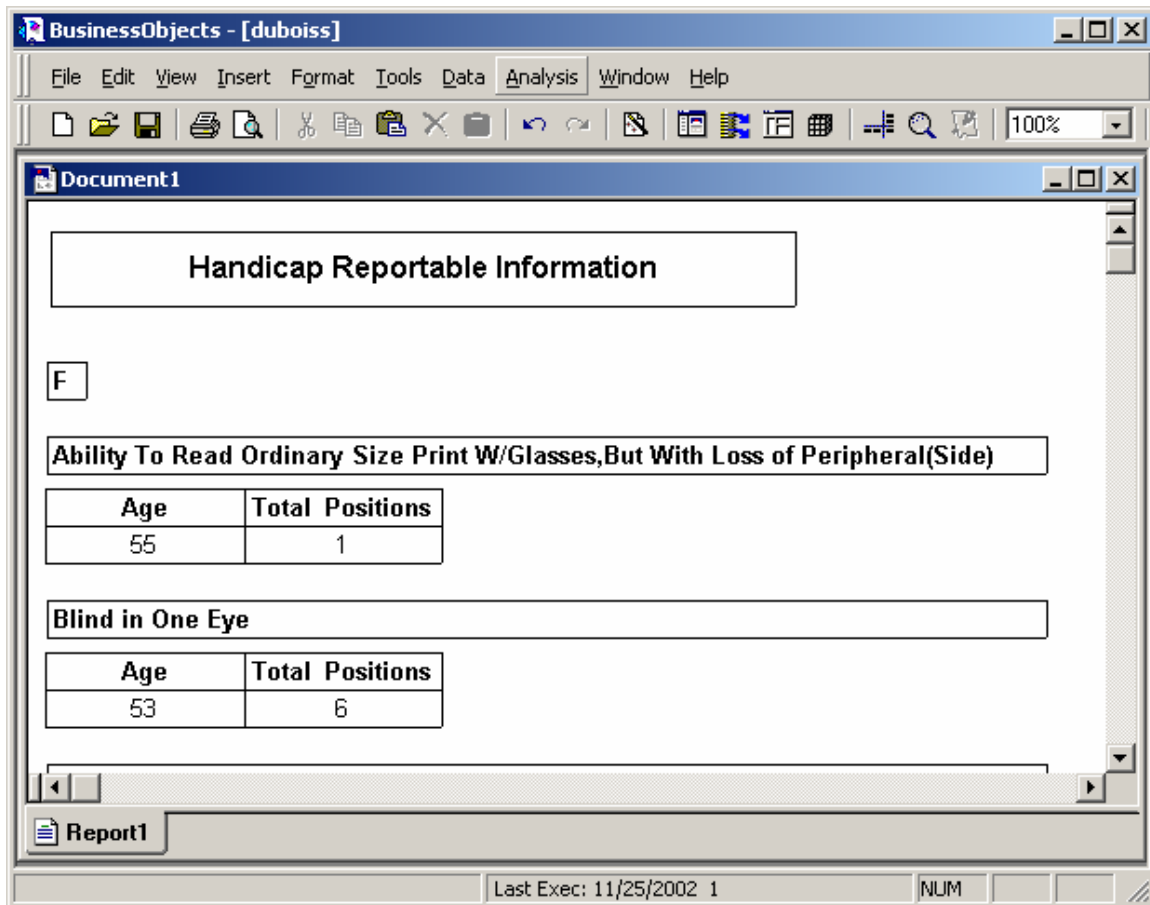


Moving a report to MS Excel without losing Report Formatting

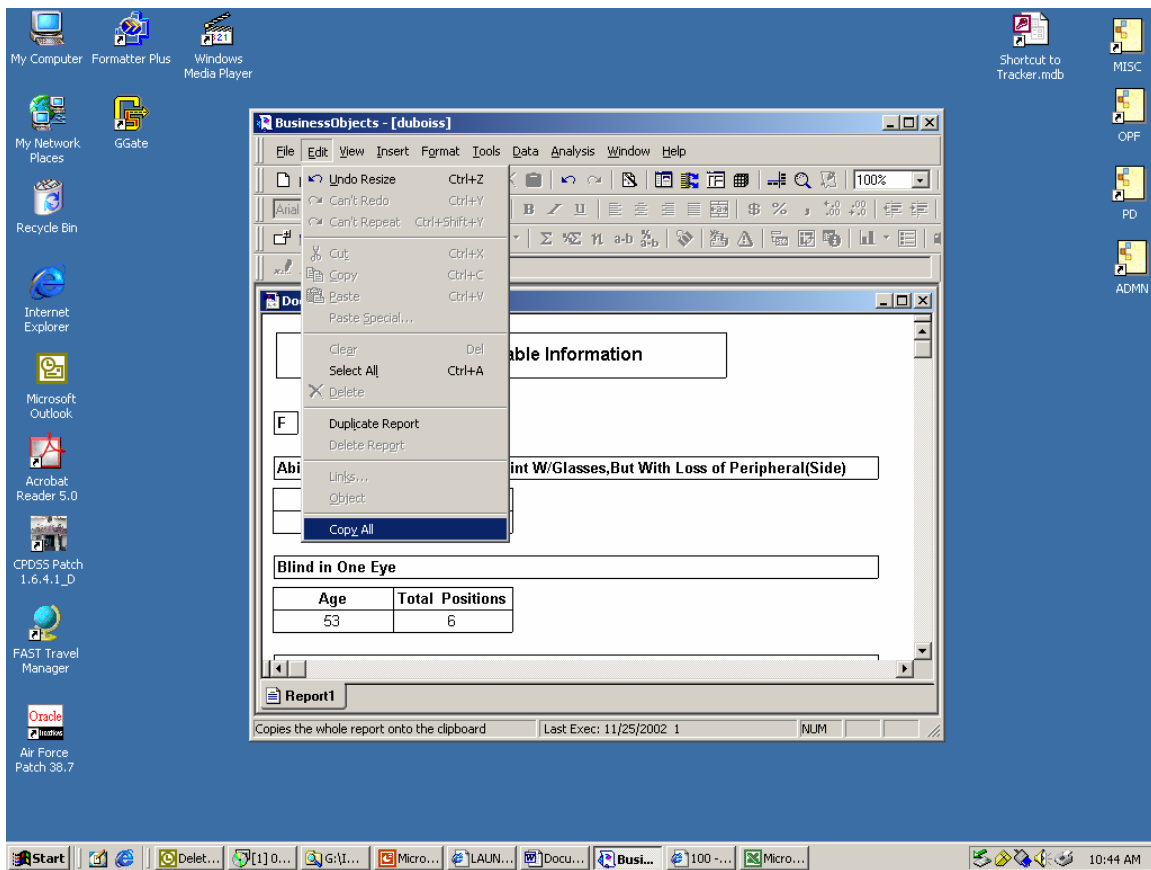
Business Objects has built in functionality that gives the user capability to export the raw report data to an MSExcel format. What you end up with in the spreadsheet is not what you see in the report because using the export wizard in Business Objects exports the rows of data contained in the report. **Note: You can only export 65,536 rows by 256 columns to an excel spreadsheet.** When you export to Excel, you lose all of the formatting, grouping, variables, etc that you created to make your report more presentable.

Here's a trick that you can use if you want to save a file to export without losing the report's formatting:

1. Create or run a report that you've already created. The report illustrated below contains handicap reportable information by gender and age (narrowed by a particular base). The 'age' object averages at each handicap reportable category:

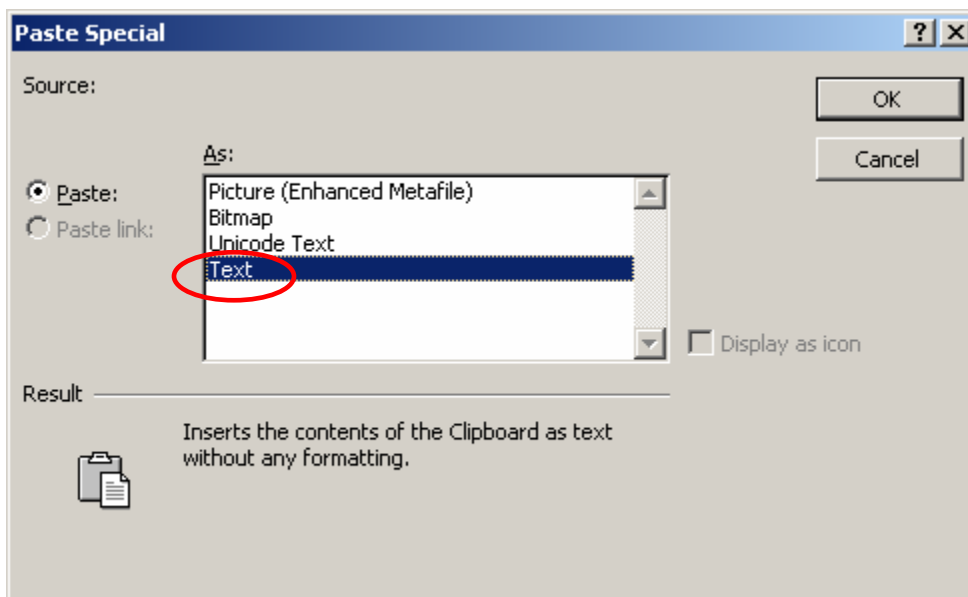


Thus we see for the first category, female, average age 55, 1 position. The second category shows six positions with an average age of 53 in the 'Blind in One Eye' category, and so forth. If I want to export this report 'as is' I go to Edit, Copy All as shown here:



This action places the report format into the Microsoft Clipboard that is common to all 100% Microsoft certified products like Business Objects.

2. Open MS Excel. Click on Edit, Paste Special. Another dialog appears:



3. Highlight the Text word in the As window and click on OK.

As you can see, you now have the report title, group headings and category headings. The text copies into Excel as text, the numbers export as numbers that can be manipulated. You can double click on each column to align your data.

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel' with a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a toolbar. The active worksheet is 'Book1'. The data is organized into four columns: A, B, C, and D. The data is as follows:

	A	B	C	D
1	Handicap Reportable Information			
2	F			
3	Ability To Read Ordinary Size Print W/Glasses, But With Loss of Peripheral(Side)			
4	Age	Total Positions		
5	55	1		
6	Blind in One Eye	Total Positions		
7	Age			
8	53	6		
9	Cancer - Complete Recovery	Total Positions		
10	Age			
11	47	11		
12	Cancer (Undergoing Surgical and / or Medical Treatment)	Total Positions		
13	Age			

The status bar at the bottom indicates 'Ready' and 'NUM'.